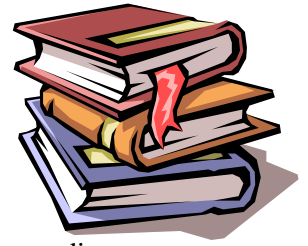


# Project Management

## State of Kansas



### Microsoft Project 2016 – Advanced – 1 Day

#### COURSE DESCRIPTION

This one day course will build upon the basic skills students learned in Microsoft Project 2016 Intermediate course. After completing this focused course, students will be prepared to customize the project working environment, project information, and reporting in the project. Additionally, students will have the confidence to handle resources across large or multiple projects. Students will use Microsoft Project 2016 Professional to work through example modules and create their own project plan.

#### OBJECTIVES

- Examine how to Apply Advanced Formatting and Printing
- Examine how to enter Customize Microsoft Project
- Examine how to Share Project Information with Other Programs
- Examine how to Consolidate Projects and Resources

#### TARGET AUDIENCE

The primary audience for this class is active Project Managers.

#### PREQUISITES

Students must have intermediate knowledge and experience in MS Project 2016.

### Class Dates/Cost/Location

**NOTE: For the MS Project 2013 classes only: Enroll in multiple MS Project classes and receive Discounted Fees. FEES: One Class: \$140. Two Classes: \$245. Three Classes: \$350.**

<u>Class Date - “Advanced”</u>	<u>PDU’s</u> <sup>1,2</sup>	<u>COST</u>	<u>TIME</u>	<u>LOCATION</u>
Thursday, April 6, 2017	6.5	\$140 per participant*	8:30 a.m. - 4:30 p.m.	Topeka

<sup>1</sup>The Mathis Group, Inc. is a Project Management Institute (PMI) Registered Global Educational Provider. This course provides PMI Professional Development Unit’s (PDU’s).

<sup>2</sup>PMI’s Talent Triangle Breakdown: Technical – 6.50

\*2.5% administrative fee included

### Course Registration

- The registration form can be found at: <http://oits.ks.gov/kito/epmo/kito-project-management-training>. Submit completed registration by email to [kito@ks.gov](mailto:kito@ks.gov). Any questions regarding this course may be directed to Sara Spink at [sara.spinks@ks.gov](mailto:sara.spinks@ks.gov) or 785-296-3329.

#### Cancellation Policy

Cancellations up to twenty (20) days prior to the class date – 100% refund

Cancellations less than twenty (20) days – no refund

PM Information can be found at: <http://oits.ks.gov/kito>